



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
21 GRAND STREET HARTFORD, CT 06106-1500
Toll-Free 1-800-504-1102 (860) 241-8400 Fax (860) 525-6018 www.ct.gov/trb

**VERIFICATION OF CONNECTICUT PUBLIC SCHOOL
SUBSTITUTE TEACHING SERVICE OR LESS THAN HALF-TIME EMPLOYMENT**

Section 10-183e(10) of the Teachers' Retirement Act allows members of the Teachers' Retirement System to purchase forty or more days of service as a substitute teacher or the equivalent service rendered at less than half-time, in a single school system within the state of Connecticut in any school year. In accordance with Public Act 02-117, effective July 1, 2002, eighteen days of such service shall equal one month of credited service.

Examples

- 90 days of substitute service: $90 \div 18 = 5$ months of purchasable credit.
- 40% FTE for school year: $.40 \times 180 = 72$ days divided by 18 = 4 months of purchasable credit.
- 450 hours for school year: $450 \div 5 = 90$ days divided by 18 = 5 months of purchasable credit.

SECTION A (To be completed by the Member)

Member Name _____ SSN _____

Mailing Address _____

Member Signature _____ Date _____

SECTION B (To be completed by the Connecticut Local School District where the service was rendered)

Name of Local School District _____ Telephone number _____

Address _____

Please furnish employment information on a school year basis (September through June). To document less than half-time employment, enter the full-time equivalency or the total hours rendered in the school year. To document substitute service, enter the total days employed in the school year. If the member was employed as a permanent or long term substitute (employment started on the first working day of the school year and continued for a minimum of 10 months during the school year), also include the hourly rate of pay.

SCHOOL YEAR	LESS THAN HALF-TIME EMPLOYMENT (ENTER FULL TIME EQUIVALENCY OR TOTAL HOURS)	SUBSTITUTE SERVICE (ENTER TOTAL DAYS EMPLOYED)

I certify that this member held a valid Connecticut Teaching Certificate or was authorized to teach in the public schools of Connecticut under appropriate certification in accordance with regulations in effect at the time that the service was performed as indicated by the attached **Evidence of Certification**. The above information was extracted from official payroll records and/or substantiating documents.

Name and Title of Local School District Representative _____

Signature _____ Date _____



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**SUBSTITUTE TEACHING SERVICE OR LESS THAN HALF-TIME EMPLOYMENT
EVIDENCE OF CERTIFICATION**

To receive credit for Connecticut Public School Substitute Teaching Service or Less than Half-time Employment, you must provide evidence that you were certified to serve in such position **at the time that such service was performed.**

ACCEPTABLE EVIDENCE OF CERTIFICATION INCLUDES:

- A copy of the **Connecticut Teaching Certificate** you held at the time that the Substitute Teaching Service or Less than Half-time Employment was performed.

OR

- A copy of the **Substitute Teacher List** (formerly required under Regulation 10-145a-66) submitted by the Superintendent of Schools to the Department of Education for the school year in which you were employed as a substitute teacher.

OR IN LIEU OF THE ABOVE

- The following **Local School District Certification Statement** may be submitted.

LOCAL SCHOOL DISTRICT CERTIFICATION STATEMENT

Records of the certification status for substitute or less than half-time teachers are no longer available. However, it has been the practice of

LOCAL SCHOOL DISTRICT

to employ substitute or less than half-time teachers who held a valid Connecticut Teaching Certificate or were authorized to serve as substitute teachers under a Substitutes' Permit formerly issued in accordance with Regulation 10-145a-66.

This is to certify that to the best of my knowledge

MEMBER NAME

was authorized to serve as a substitute or less than half-time teacher under appropriate certification in accordance with regulations in effect at the time that the service was performed.

SIGNATURE OF SUPERINTENDENT OF SCHOOLS

DATE